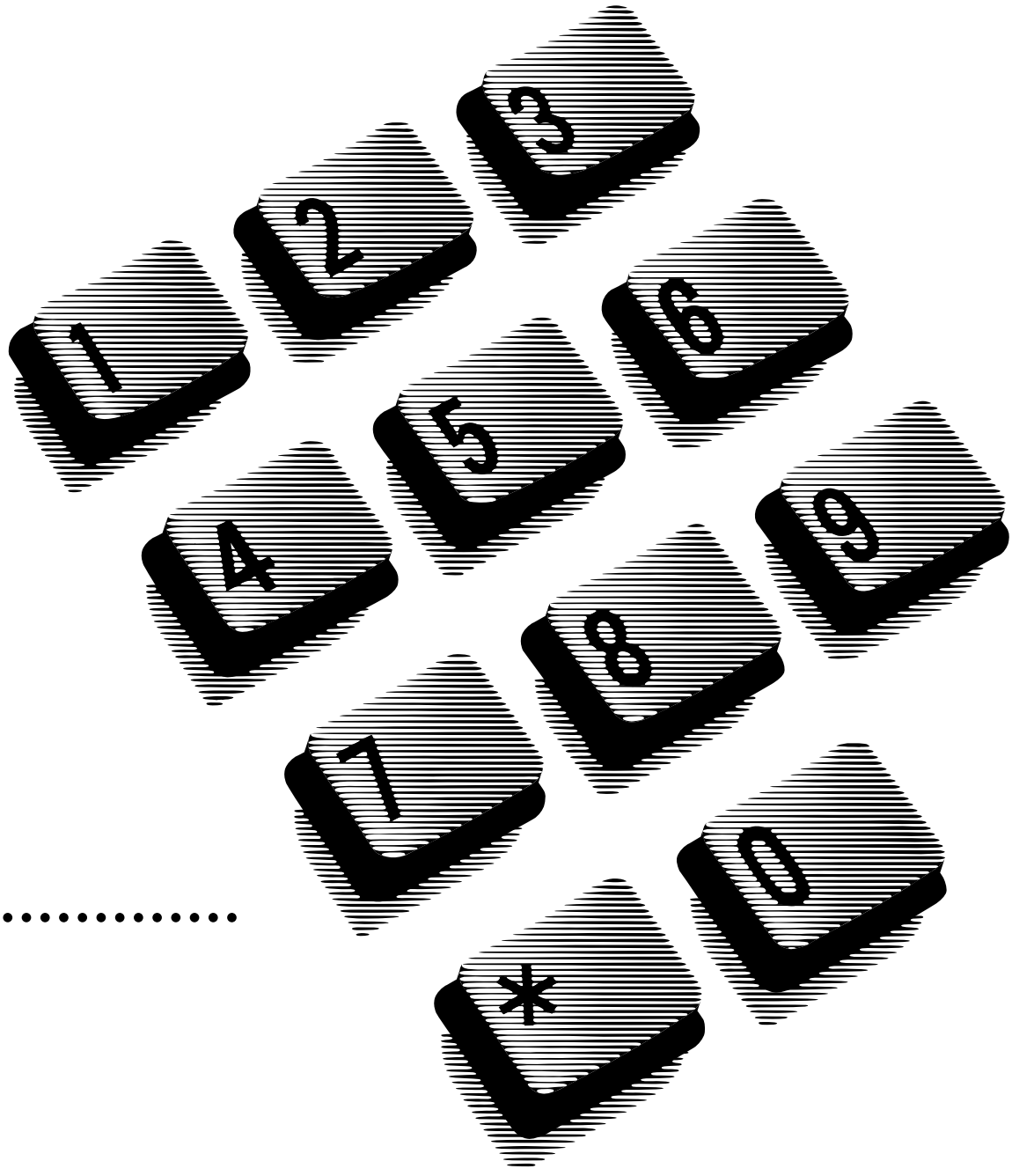
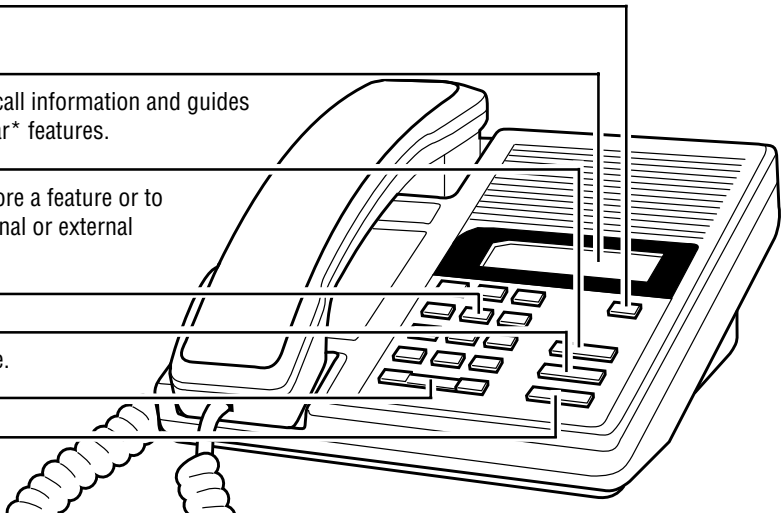
NORTEL NORSTAR

M7100 Telephone User Card



Your Norstar M7100 telephone


Release button
cancels active calls.
Display
shows the time, date, call information and guides you while using Norstar* features.
Memory button
is programmable to store a feature or to automatically dial internal or external number.
Dial pad
Feature button
starts or ends a feature.
Volume control
Hold button

Button inquiry

Confirm that your memory button has the correct snap-on cap by checking its programming.

1. Release all calls and open lines with dial tone.
2. Press Feature * 0.
3. Read the display.
4. Press Feature when finished.

Adjusting display contrast

1. Press Feature * 7.
2. Press 1 to 9 for the level you want.

Selecting a ring type and volume

1. Press Feature * 6.
2. Press 1, 2, 3 or 4 to hear the different types of rings.
3. While the telephone is ringing, press ◄ softer ► louder to adjust the volume.
4. Press Feature to store the ring.

Adjusting receiver or telephone speaker volume

1. Press ◄ softer ► louder when using the receiver or the speaker.

Important: All M7100 telephones Release 09 (REL 09) and higher comply with the Americans with Disabilities Act (ADA). See the label on the bottom of the telephone for the Release marking.

* Meridian and Norstar are trademarks of Northern Telecom.

Making calls

Internal calls

1. Pick up the receiver.
2. Dial the internal number.

External calls

1. Pick up the receiver.
2. Dial 9 (or your system's external line access code).
3. Dial the external telephone number.

Note: Internal numbers and the external access code are supplied by your System Coordinator.

Making and answering a second call

The M7100 telephone allows you to have two calls active at the same time. By using Hold you can switch between calls.

To answer a second call while on another call

1. Press Hold to put the first call on hold.
   The second call automatically comes onto the line.

To hold a call and make a second call

1. Press Hold to put the first call on hold.
2. Dial the telephone number for the second call.

To return to the first call

1. Press Hold again to return to the first call on hold.
   The second call is automatically put on hold.

Hold

To hold a call

1. Press Hold .
2. Press Hold again to return to the call on hold.
   Check the display for confirmation or additional information.

Programming the memory button

About the memory button

The memory button can store a telephone number or feature code to give you one touch dialing or feature activation. You can change the memory button by programming it with a new number or feature code.

Memory button

Remember: Press Feature * 0 to check the memory button.

Programming memory buttons

External autodial

1. If you are on a call or an open line with dial tone, press Hold or Rls.
2. Press Feature * 1.
3. Dial the external number.
4. Press Hold to store the number.
5. Label your new button.

Internal autodial

1. If you are on a call or an open line with dial tone, press Hold or Rls.
2. Press Feature * 2.
3. Dial the internal number.
4. Label your new button.

Features

1. If you are on a call or an open line with dial tone, press Hold or Rls.
2. Press Feature * 3.
3. Press Feature and the feature code.
4. Label your new button.

Erasing memory buttons

1. If you are on a call or an open line with dial tone, press Hold or Rls.
2. Press Feature * 1.
3. Press Hold to erase the button.

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